

# PROCEDURES TO OBTAIN A BUILDING PERMIT IN THE CITY OF COLLEGEDALE

## 1. LICENSE REQUIREMENTS

- A. Contractor must be a State of Tennessee licensed contractor or
- B. Be a Owner-Builder and sign a "Owner-Builder Agreement"

## 2. BUILDING PERMIT REQUIREMENTS

### A. COLLEGEDALE REGISTRATION

- 1. Furnish a copy of applicable State of Tennessee Contractor license
- 2. Furnish a copy of contractor's county business license
- 3. Obtain a City of Collegedale business license
- 4. Provide a copy of certificate of State of TN worker's comp. (or Tennessee affidavit of exemption) and State of TN general liability insurance
- 5. On **Commercial and Industrial Buildings** provide the following:
  - a. (3) sets of Site Plan drawings (see " \* " below under note for Commercial and Industrial Building Projects) and CD with PDF of plans and accompanying documents (items b. thru i. below)
  - b. NOC from TDEC (if > 1 acre of land is disturbed)
  - c. Hamilton County Land Disturbance and Runoff Management Permit copy (> 1 acre of land is disturbed)
  - d. City of Collegedale of Collegedale Land Disturbing Permit
  - e. Copy of Storm Water Pollution Prevention Plan (SWPPP)
  - f. Copy of Hydrology Report
  - g. State Utility Permits: Water & Sewer or Septic System
  - h. State Highway Encroachment Permit (if required)
  - i. Detention Pond or Detention Pond Agreement
  - j. Complete sign plans

### B. SITE PLAN

- 1. Provide a copy of site plan (not to scale for residential projects) showing the following:
  - a. Drawing (not to scale for residential projects) showing lot boundaries
  - b. Location of proposed building
  - c. Set back in feet from all four (4) lot lines
  - d. Driveway location and street address, and lot number
- 2. Site plan must be signed, sealed and dated by contractor or owner as required by state law

**Note: COMMERCIAL and INDUSTRIAL BUILDING PROJECTS** - \*Site Plans (including Landscape Plans, Site Plan, Erosion Control Plan, etc.) and Construction Plans must be reviewed and approved by Building Official, City Engineer, and City Fire Marshal prior to issuance of Building Permit.

### C. BUILDING PLANS

- 1. One and Two Family Dwellings  
Three (3) sets of plans for review. It is the responsibility of the contractor to have the plans approved before construction begins. The contractor who begins construction before plan approval accepts any and all responsibility for changes to meet the building codes
- 2. All other buildings  
**All buildings other than One and Two Family Dwellings must have plan approval before a permit will be issued. Three (3) full sets – minimum 11" x 17" (Architectural, structural, mechanical, gas, electrical, plumbing, life safety, and sprinkler plans – if applicable (with sprinkler specs and hydraulic calcs.) and a CD with PDF of plans and all accompanying documents must be provided.**

### D. SANITATION

- 1. Provide a copy of Hamilton County Health Dept. septic tank permit or
- 2. Complete application and obtain City of Collegedale Sewer Permit (where available) or
- 3. Provide a copy of Waste Water Treatment Authority (WWTA) Sewer Permit

### E. ELECTRICAL CONNECTIONS

- 1. Authorization for final service connection will be issued when all final inspections are completed unless a \$500 bond is posted

## 3. DRIVEWAY PERMIT

- A. State highway – State Permit is required
- B. City street – obtain City of Collegedale Driveway Permit (Note: Contractor to mark curb areas to be cut and City Public Works will make the curb cuts as needed.





# City of Collegedale

## Building Permit Application

☐ Commercial☐ Residential☐ New☐ Remodel☐ Addition☐ New☐ Remodel☐ Addition

Date \_\_\_\_\_

Subdivision \_\_\_\_\_

Project Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Occupancy Type \_\_\_\_\_

Construction Type (I, II, III, IV, or V) \_\_\_\_\_

Zoning \_\_\_\_\_

### Owner Information

Owner Name \_\_\_\_\_

Owner Work Ph # \_\_\_\_\_

Owner Address \_\_\_\_\_

Owner Cell # \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

### Contractor Information

Contractor Name \_\_\_\_\_

Contractor Work Ph # \_\_\_\_\_

Owner Address \_\_\_\_\_

Contractor Cell # \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

License # \_\_\_\_\_

License Amount \_\_\_\_\_

Expiration Date \_\_\_\_\_

Appraised Value of Building Minus Cost of the Lot (Valuation) \_\_\_\_\_

Square Footage \_\_\_\_\_

Total Project Cost (If Rehab or Addition) \_\_\_\_\_

Number of Stories \_\_\_\_\_

### Valuation Table for Building Permit

Value At Least	But Not More Than	Base Amount	Plus Per Thousand
\$0.01	\$30,000.00	\$0.00	\$4.20
\$30,000.01	\$100,000.00	\$168.00	\$3.00
\$100,000.01	\$500,000.00	\$378.00	\$2.40
\$500,000.01	\$999,999,999.99	\$1,338.00	\$1.80
Total Calculated Fees			

Calculated Fees (Minimum Fee \$50) \_\_\_\_\_

Cash/Check # \_\_\_\_\_

Receipt # \_\_\_\_\_

Issued By \_\_\_\_\_

I hereby certify that I have read and examined this document and know the same to be true and correct.  
All provisions of laws and ordinances governing this type of work will be complied with whether specified here or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction.

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Building Permit Fee Calculation Instructions

Use the Valuation amount (New Projects) or the Total Project Cost (Rehab or Addition) for this calculation.

Note: The amount should be the appraised value less the price of the property for New Projects.

**Valuation Table for Building Permit**

Low Limit (Value At Least)	But Not More Than	Base Amount	Plus Per Thousand
\$0.01	\$30,000.00	\$0.00	\$4.20
\$30,000.01	\$100,000.00	\$168.00	\$3.00
\$100,000.01	\$500,000.00	\$378.00	\$2.40
\$500,000.01	\$999,999,999.99	\$1,338.00	\$1.80
<b>Total Calculated Fees</b>			
<b>Base Fee</b>			
<b>Total Fee</b>			

## Process:

1. Round the valuation amount from the permit application form (Page 1) to the nearest thousands of dollars.
2. Choose row on the chart above that has valuation between low limit and high limit.  
Determine base amount. Write base amount down. Note: Use this number for all other calculations.
3. Subtract nearest Low Limit (Value At Least) on chart from rounded valuation.
4. Mark off thousands zeros. Example \$75,000 becomes \$75.
5. Multiply this number times the multiplier on the chart for calculated fee.
6. Add the calculated fee to the base amount. This will equal the required permit fee.

Example: Assume the Valuation from the permit application is \$150,300.

1. Round Valuation up from \$150,300 to \$151,000.
2. Valuation falls between \$100,000 and \$500,000 on chart so base amount is \$378.00.
3. Rounded valuation (\$151,000) minus Low Limit (Value At Least) on chart (\$100,000) equals \$51,000.
4. Mark off thousands zeros (or divide this number by 1,000). \$51,000 now becomes \$51.
5. \$51 multiplied by the multiplier on the chart of \$2.40 equals \$122.40 calculated fees.
6. Calculated fee of \$122.40 plus base amount of \$378.00 equals permit fee of \$500.40.